Meeting convened 8:34 a.m.  Present: Rick Adkisson (DH-ECON/IB), Kathy Brook (Assoc. Dean), Steve Elias (Interim DH-MGT), Liz Ellis (DH-FIN), Pookie Sautter (DH-MKTG), Ed Scribner (DH-ACCT/IS).  John Shonk (MBA Advisor) attended for MBA admissions item below.

### AACSB Fifth-Year Maintenance of Accreditation Report (5YMR)
- **K. Brook** (LTV 3/1, 5/1,2,3)
  - Kathy led a discussion of remaining steps needed to complete the Summer 2011 draft of the 5YMR that will be finalized over the 2011-2012 academic year. Consensus on color coding of passages as follows: **Yellow background** – input is being sought to form a more complete discussion; **green background** – input is particularly being sought to ensure accuracy.

  Remaining data needs and proposed sources:
  - Alumni giving levels – Foundation
  - No. of faculty at each rank since last AACSB visit – NMSU Factbook
  - No. of degrees award by major – NMSU Factbook


  **All DHs should review draft sections pursuant to following timetable to enable delivery of complete draft to Renee Brown for editing by Aug. 19, 2011:**
  - Situational Analysis – Respond to Steve by Aug. 15
  - Strategic Management – Respond to Pookie by Aug. 16
  - Intellectual Contributions – Respond to Rick by Aug. 16
  - Financial Strategies – Respond to Kathy by Aug. 16
  - Participants – Respond to Rick by Aug. 17
  - Assurance of Learning – Respond to Pookie by Aug. 18

  Consensus that input from the faculty committees will be most welcome and will result in improvement of the report.

### Process Improvement
- **Committee Checklists** – K. Brook (LTV Goals 1 – 5 as pertain to specific committee activities)
  - Pookie will circulate draft of checklist for SMAC, and all DHs should upload their (revised) committee checklist drafts to a folder that Steve will create later today on the DH shared drive. All checklists should be reviewed for final approval at the next DH meeting.

### Scope of Accreditation
- **Bachelor of Individualized Studies (BIS) and Bachelor of Applied Studies (BAS)** Programs – K. Brook (LTV Goal 1)
  - Kathy reminded the DHs of the need to have processes in place to enforce restrictions on business minors to BIS and BAS students effective July 1, 2011, while ensuring that students who entered BIS/BAS prior to that date are not subject to the restrictions.

### Process Improvement – Minors
- **L. Ellis** (LTV Goal 1)
  - Liz recommended that all **DHs review information on the College/Departmental website pertaining to their respective minors** for correctness, consistency, completeness, and simplicity.
  
  Consensus to send all minor forms certified by departments to Rose Clark, regardless of student’s major college.

### AACSB Standards
- **Distribution at Convocation** – K. Brook (LTV Goals 1 – 5)
  - Consensus to hand out Liz’s executive summary of AACSB business standards at Fall 2011 Convocation.

### Process Improvement – Career Services
- **K. Brook** (LTV 2/1)
  - Kathy reported some concerns raised at the Associate Deans’ Academic Council (ADAC) about ethical and legal issues surrounding

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Department Head (DH) Meeting Notes

August 9, 2011

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the placement of students. Specifically, faculty and administrators are often approached by employers seeking to fill vacancies and need to be sensitive to the guidelines at http://www.naceweb.org/legal/faculty_guide.

Although the guidelines should be read in their entirety, some excerpts of particular interest are as follows:

Employers may contact you to request the names of students who would be good candidates for job opportunities. At first glance, it seems harmless to provide the names of your best students. However, there are some potential legal and ethical pitfalls. If you or a colleague receive a job lead from an employer and choose only to refer a few individuals without publicizing the position to all students who may be qualified, you are not maintaining “a fair and equitable recruiting process.” Choosing to refer only a select group of students without providing an opportunity to all students may expose you to scrutiny.

. . .

Suggested action: If you receive a request for student referrals, you can, of course, notify students who have declared an interest in such positions and encourage them to apply. You may also consider announcing the opportunity to your classes or distribute the job description via a listserv. However, for your protection, as well as that of the college, the initial request from the employer should be sent to the college career center so that the position can be posted openly for all qualified candidates.

Further guidance appears at the above link on dealing with requests for minority candidates.

Kathy reminded DHs that Career Services has offered class-length presentations that could also serve as replacements for class coverage to be missed by necessary faculty absences.

DHS agreed to share the ethical and legal employment guidelines with departmental faculty.

Process Improvement – Study Abroad – K. Brook (LTV 5)

Kathy reported that the Study Abroad office is working on forms and procedures to provide additional structure and quality control to faculty-led student travel abroad.

Also, Study Abroad offers brief in-class presentations on its programs and is willing to furnish longer presentations as desired by faculty.

Process Improvement – Graduate Student Grade Appeals – K. Brook (LTV 5/2)

Kathy reported that offices and individuals within NMSU are working to improve the grade appeals process for graduate students, which currently bypasses the academic dean of the college in which the related course is taught.

MBA Issues – Admissions Case – J. Shonk (LTV 1/1)

In their role as surrogates for the Graduate Committee’s admissions subcommittee in the summer, the DHs assessed an applicant’s request for admission without a GMAT score, based on having earned a master’s degree at a regionally accredited institution. The issue concerns a judgment as to the uncertain meaning of “regionally accredited” outside the U.S., a question that will be brought to the

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<td><strong>Graduate Committee this fall.</strong></td>
<td>Moved/seconded/carried to grant the applicant’s request pending a favorable result of Liz’s investigation of the quality of the institution.</td>
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<td><strong>Curriculum Improvement – University and College Deadlines – K. Brook (LTV Goal 1)</strong></td>
<td>Kathy notified the DHs of planned meeting dates for the University Curriculum Committee (UCC) – November 14, 2011 and March 12, 2012. Courses submitted Nov. 14 will become effective Fall 2012, and courses submitted March 12 will become effective Spring 2013. Consensus that departments should submit Course Action Forms (CAFs) to the relevant committee (Undergraduate or Graduate) by October 1, and that the committees should report their action on the specific courses by October 15 (through release of meeting minutes). In the case of (1) new course proposals and (2) significant course changes not fully explained on the CAF, the CAF must be accompanied by a New Course or Course Change Proposal Form available at <a href="http://business.nmsu.edu/administration/forms">http://business.nmsu.edu/administration/forms</a>. Additionally, new course proposals must be accompanied by a syllabus, as required by the State of New Mexico. <strong>Liz will place on her process review list the feasibility of streamlining the course proposal/change process to minimize duplication of information on the CAF, the Proposal Form, and the syllabus.</strong> Kathy noted the importance of entering CAF data as early as possible and reported that Krist Peterson in Engineering is working on re-engineering the CAF process.</td>
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<td><strong>Curriculum Improvement – Globalization of Curriculum – K. Brook (LTV Goal 1)</strong></td>
<td>Rick will send a globalization/international content inventory questionnaire to DHs today for distribution to faculty and return to him by Aug. 31. DHs should consider asking faculty to complete it on August 15 at the department meetings.</td>
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<td><strong>Convocation Planning – K. Brook (LTV Goals 1 – 5)</strong></td>
<td>Kathy has sent reminders to the Chairs of the following committees, who have yet to submit their summaries of Spring 2011 committee actions and pending issues: Promotion &amp; Tenure Committee, Graduate Committee, Faculty Council, and Assurance of Learning Committee.</td>
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<td><strong>Process Improvement – Review of Principal Unit (Departmental) Promotion and Tenure Policies – K. Brook (LTV 2/2,3)</strong></td>
<td>As specified by University Policy Manual §5.90.5.4 Item 5, principal unit (departmental) policies and procedures must be reviewed every three years. Since those in the College were adopted in 2008, that review is due to occur this fall. <strong>DHS should advise departmental faculty to conduct the review and report their conclusions during the fall semester. The College P&amp;T Committee will be asked to review the departmental policies and procedures.</strong></td>
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<td><strong>Financial Strategies – Timing of Expenditures – K. Brook (LTV Goal 5)</strong></td>
<td>Kathy advised DHs to go over handling of financial matters with faculty, particularly as related to fiscal year end and timely submission of expenses to be reimbursed by departments and College. In addition, <strong>DHS should remind faculty that any approvals of funding by the Dean or Associate Dean are not official until they</strong></td>
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<td><strong>Curriculum Improvement</strong> – Documentation of Program Objectives in Course Syllabi – K. Brook (LTV Goal 1)</td>
<td>Discussion of most effective and efficient ways to ensure that program learning outcomes relevant to particular undergraduate core courses and MBA courses appear in the course syllabi. Basic agreement that at least two objectives – a primary and a secondary learning objective – should appear in each core course and MBA course syllabus.</td>
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<td><strong>Process Improvement</strong> – Summer Funding for Graduate Students – Yoquelet/Simpson/Haight funds – P. Sautter (LTV 5/2)</td>
<td>Pookie handed out a draft process revision for allocation of summer funding for graduate fellows to work with faculty on projects that advance the mission. The most fundamental changes are (1) to extend the availability of funding to students in all graduate programs and (2) to incorporate Yoquelet, Simpson, and Haight funds under a single process while continuing to adhere to donor restrictions for each source. Consensus to establish a deadline of April 1 for students to apply and May 1 for faculty to submit projects to be considered for graduate fellow support. Further consensus that applications should be submitted to the student’s and faculty member’s respective department head or, for MBA students, to John Shonk. <strong>Pookie will revise fellowship process draft and bring to a future meeting.</strong></td>
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<td><strong>MBA Issues</strong> – Deployment of Faculty for BA 590 – R. Adkisson (LTV 5/2)</td>
<td>Discussion of advantages and disadvantages of staffing of BA 590 in load v. out of load. Advantages include regularizing the status of the course and enhancing predictability while disadvantages include the possibility of leaving other courses uncovered in departments that are already understaffed. Consensus that future BA 590 sections for remote-site students will be confined to summers, barring unforeseen program changes. Discussion of possibility and appropriateness of rewarding faculty willing to teach BA 590 in load (e.g., preference in summer hiring).</td>
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